

Tips for updating QuickBooks

You can export a report, change certain format

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with y
- 7 Inserted text
Make your new text always appear next to a particular row
the text as a formula (e.g. ="inserted text")

**QuickBooks will NOT
support these changes:**

- Font formatting in n
- Inserted rows that a
- Moved data cells

reports in Excel

ting or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H	
1						My Company P&L			
2						Profit & Loss			
3						July through August 2012			
4							07/16/12	Aug 16	T
5						Ordinary Income/Expense			
6						MONEY IN (aka Income)			
7						40100 - Construction Income			
8						40110 - Design Income	3,054.02	3,900.00	6
9						40199 - Less Discounts given	0.00	-48.35	
10						Total 40100 - Construction Income	3,054.02	3,751.65	6
11						40500 - Reimbursement Income			
12						40520 - Permit Reimbursement Income	0.00	487.00	
13						Total 40500 - Reimbursement Income	0.00	487.00	
14						Total Income	3,054.02	29,197.65	44
15						* Labor Income less Design Income	3,054.02	13,227.00	21
16						Cost of Goods Sold			

on-header cells*
re left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in
between QuickBooks
row headers

- User-defined f
supported in c
updated to th

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>
ALTOMARI, VINCENT	0.00	0.00	700.00
AMIR, SHAROZE	0.00	508.34	###
BOEHNE, WILL	0.00	0.00	0.00
BRADLEY, DREW	0.00	0.00	0.00
BRZOWSKI, STEVEN	0.00	30.00	0.00
BUSH, JACOB	0.00	0.00	0.30
BUTTLAR, JOSH	0.00	120.00	###
CALVIN, JOSH	0.00	0.00	-56.00
CARGILL, DEVIN	0.00	0.00	0.00
CARLSON, CODY	0.00	0.00	700.00
CASE, NICK	0.00	0.00	0.00
CONROY, CHRIS	0.00	0.00	0.00
COOK, MASON	0.00	-3,387.50	0.00
CRAWFORD, JOSEPH	0.00	0.00	700.00
CUSACK, JACKSON	0.00	-150.00	0.00
DAVIS, TRENT	0.00	475.47	0.00
DEAN, CONNOLLY	0.00	-5,300.00	0.00
DORRANCE, SEAN	0.00	176.33	0.00
DURHAM, GRANT	0.00	120.00	###
EDWARDS, MATT	0.00	-325.00	0.00
ERICKSON, WILL	0.00	30.00	450.00
FAUST, DOMINIC	0.00	0.00	0.00
FRANCESCHELLI, DOMINIC	0.00	-3,387.50	0.00
FUERST, KYLE	0.00	0.00	700.00
GABLE, ALEX	0.00	0.00	0.00
GAMI, SHARAD	0.00	0.00	0.00
GAYLES, RAMON	30.00	30.00	700.00
GENTLE, HENRY	0.00	0.00	0.00
GEORGE, JON	0.00	0.00	0.00
GHOLSON, COREY	0.00	166.95	0.00
GIOVENCO, NICK	0.00	0.00	700.00
GUARINO, NICHOLAS	0.00	0.00	450.00
HAGAN, KYLE	0.00	0.00	0.00
HALLMAN, RYAN	0.00	8.34	0.00
HIEKEN, ANDREW	0.00	0.00	0.00
HIGGINS, TYLER	0.00	0.00	###
HILL, DEVON	0.00	30.00	400.00
HORGAN, COLIN	0.00	0.00	###
HORGAN, EAMONN	0.00	0.00	0.00
JONES, JAMIE	0.00	0.00	700.00
KNUDSEN, MAX	0.00	0.00	0.00
KUSNERICK, JASON	0.00	0.00	###
LONG, TYLER	0.00	0.00	0.00
LONN, JASON	0.00	-500.00	0.00
MAGNUSON, ANDREW	0.00	-375.00	0.00
MANGIN, MIKE	0.00	0.00	700.00
MARSHALL-DAVIS, JAMES	0.00	0.00	300.00

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

MARTEENY, CARTER	450.00	0.00	###
MARTINEZ, VARON	0.00	0.00	###
MINNITI, ANTHONY	0.00	0.00	0.00
O'SHEA, SEAN	0.00	0.00	700.00
OCHS, TYLER	0.00	0.00	0.00
PABST, MICHAEL	0.00	0.00	0.00
PARK, RICHARD	30.00	30.00	700.00
PAYNTER, BRIAN	0.00	0.00	0.00
PEARSON, TRENT	0.00	30.00	700.00
PHILIPPI, ROBERT	0.00	0.00	###
PINGRY, JONNY	0.00	0.00	0.00
PRETET, MATT	0.00	30.00	0.00
RADKE, DUSTIN	0.00	0.00	-5.00
ROGAN, CONNOR	0.00	0.00	428.00
RUFFOLO, CONNOR	30.00	30.00	100.00
RUSGIS, MATT	0.00	0.00	0.00
SCALISE, TONY	0.00	0.00	0.00
SHAPIRO, LUCAS	0.00	0.00	0.00
SHEPHERD, CASEY	0.00	0.00	-25.00
SHIRK, RILEY	0.00	120.00	###
SMITH, DANNY	0.00	30.00	0.00
SMITH, DYLAN	0.00	-325.00	0.00
SOREL, NICHOLAS	0.00	-325.00	0.00
STANLEY, JACK	30.00	30.00	700.00
SUESS, STEVEN (PAUL)	0.00	0.00	0.00
TERRY, ANTHONY NICHOLAS	30.00	30.00	549.00
THRASHER, BEN	0.00	8.34	0.00
TRONSEN, COLE	0.00	120.00	###
UNMISIG, WILLIAM	30.00	30.00	700.00
WANGMAN, COLBY	0.00	0.00	0.00
WEEKS, ETHAN	30.00	30.00	200.00
WHITTON, BRYAN	0.00	0.00	0.00
WILSON, JOSH	0.00	0.00	0.00
WITT, LEVI	0.00	0.00	0.00
ZANGERLE, DAVIS	0.00	-50.00	0.00
TOTAL	660.00	###	###

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

61 - 90	> 90	TOTAL
0.00	0.00	700.00
0.00	0.00	3,259.54
0.00	9.00	9.00
0.00	30.00	30.00
0.00	0.00	30.00
0.00	0.00	0.30
0.00	0.00	2,710.00
0.00	0.00	-56.00
0.00	9.00	9.00
0.00	0.00	700.00
0.00	-15.00	-15.00
0.00	9.00	9.00
0.00	-331.00	-3,718.50
0.00	0.00	700.00
0.00	0.00	-150.00
0.00	0.00	475.47
0.00	0.00	-5,300.00
63.02	###	11,346.90
0.00	29.00	2,740.00
0.00	0.00	-325.00
0.00	0.00	480.00
-191.00	0.00	-191.00
0.00	-411.00	-3,798.50
0.00	0.00	700.00
0.00	2,280.00	2,280.00
0.00	986.00	986.00
0.00	0.00	760.00
0.00	9.00	9.00
30.00	616.74	646.74
60.49	###	###
0.00	1,791.13	2,491.13
0.00	0.00	450.00
0.00	-250.00	-250.00
0.00	0.00	8.34
0.00	1,580.00	1,580.00
0.00	0.00	3,300.00
0.00	0.00	430.00
0.00	0.00	-225.00
0.00	9.00	9.00
0.00	0.00	700.00
0.00	-330.00	-330.00
0.00	-291.00	-741.00
0.00	-320.00	-320.00
0.00	0.00	-500.00
0.00	0.00	-375.00
0.00	5.00	705.00
0.00	0.00	300.00

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

0.00	-411.00	-411.00
0.00	0.00	-700.00
0.00	1,005.00	1,005.00
0.00	1,160.00	1,860.00
45.00	0.00	45.00
0.00	60.00	60.00
0.00	0.00	760.00
0.00	9.00	9.00
30.00	4,146.50	4,906.50
0.00	0.00	3,355.00
0.00	-291.00	-291.00
0.00	0.00	30.00
0.00	0.00	-5.00
0.00	0.00	428.00
0.00	0.00	160.00
0.00	-500.00	-500.00
0.00	9.00	9.00
0.00	###	-1,100.00
0.00	0.00	-25.00
0.00	0.00	4,210.00
0.00	0.00	30.00
0.00	0.00	-325.00
0.00	0.00	-325.00
0.00	0.00	760.00
0.00	-216.00	-216.00
100.00	39.00	748.00
0.00	0.00	8.34
0.00	9.00	2,719.00
45.00	0.00	805.00
45.00	0.00	45.00
0.00	0.00	260.00
0.00	6,010.00	6,010.00
0.00	-250.00	-250.00
0.00	9.00	9.00
0.00	0.00	-50.00
227.51	###	###

	Current	1 - 30	31 - 60
ALTOMARI, VINCENT	0.00	0.00	700.00
AMIR, SHAROZE	0.00	4,614.54	0.00
BOEHNE, WILL	0.00	0.00	0.00
BRADLEY, DREW	0.00	0.00	0.00
BRZOWSKI, STEVEN	0.00	30.00	0.00
BUSH, JACOB	0.00	0.00	0.30
BUTTLAR, JOSH	0.00	120.00	2,590.00
CALVIN, JOSH	0.00	0.00	-56.00
CARGILL, DEVIN	0.00	0.00	0.00
CARLSON, CODY	0.00	0.00	700.00
CASE, NICK	0.00	0.00	0.00
CONROY, CHRIS	0.00	0.00	0.00
COOK, MASON	0.00	-3,387.50	0.00
CRAWFORD, JOSEPH	0.00	700.00	0.00
CUSACK, JACKSON	0.00	-150.00	0.00
DEAN, CONNOLLY	0.00	-5,300.00	0.00
DORRANCE, SEAN	176.33	0.00	63.02
DURHAM, GRANT	0.00	120.00	2,591.00
EDWARDS, MATT	0.00	-325.00	0.00
ERICKSON, WILL	0.00	30.00	450.00
FAUST, DOMINIC	0.00	0.00	0.00
FRANCESCHELLI, DOMINIC	0.00	-3,387.50	0.00
FUERST, KYLE	0.00	0.00	700.00
GABLE, ALEX	0.00	0.00	0.00
GAMI, SHARAD	0.00	0.00	0.00
GAYLES, RAMON	0.00	30.00	700.00
GENTLE, HENRY	0.00	0.00	0.00
GEORGE, JON	0.00	0.00	0.00
GHOLSON, COREY	166.95	0.00	60.49
GIOVENCO, NICK	0.00	0.00	700.00
GUARINO, NICHOLAS	0.00	0.00	450.00
HAGAN, KYLE	0.00	0.00	0.00
HALLMAN, RYAN	0.00	8.34	0.00
HIEKEN, ANDREW	0.00	0.00	0.00
HIGGINS, TYLER	0.00	0.00	3,300.00
HILL, DEVON	0.00	30.00	400.00
HORGAN, COLIN	0.00	-225.00	0.00
HORGAN, EAMONN	0.00	0.00	0.00
JONES, JAMIE	0.00	0.00	700.00
KNUDSEN, MAX	0.00	0.00	0.00
KUSNERICK, JASON	0.00	0.00	-450.00
LONG, TYLER	0.00	0.00	0.00
LONN, JASON	0.00	-500.00	0.00
MAGNUSON, ANDREW	0.00	-375.00	0.00
MANGIN, MIKE	0.00	0.00	700.00

MARSHALL-DAVIS, JAMES	0.00	0.00	300.00
MARTEENY, CARTER	450.00	0.00	-450.00
MARTINEZ, VARON	0.00	0.00	-700.00
MINNITI, ANTHONY	0.00	0.00	0.00
O'SHEA, SEAN	0.00	0.00	700.00
OCHS, TYLER	0.00	0.00	45.00
PABST, MICHAEL	0.00	30.00	700.00
PARK, RICHARD	0.00	30.00	700.00
PAYNTER, BRIAN	0.00	0.00	0.00
PEARSON, TRENT	0.00	30.00	700.00
PHILIPPI, ROBERT	0.00	0.00	3,355.00
PINGRY, JONNY	0.00	0.00	0.00
POWELSON, CHASE	0.00	1,070.00	0.00
PRETET, MATT	0.00	30.00	0.00
RADKE, DUSTIN	0.00	0.00	-5.00
ROGAN, CONNOR	0.00	0.00	428.00
RUFFOLO, CONNOR	0.00	30.00	100.00
RUSGIS, MATT	0.00	0.00	0.00
SCALISE, TONY	0.00	0.00	0.00
SHAPIRO, LUCAS	0.00	0.00	0.00
SHEPHERD, CASEY	0.00	0.00	-25.00
SHIRK, RILEY	0.00	120.00	4,090.00
SMITH, DANNY	0.00	30.00	0.00
SOREL, NICHOLAS	0.00	-325.00	0.00
STANLEY, JACK	0.00	30.00	700.00
SUESS, STEVEN (PAUL)	0.00	0.00	0.00
TERRY, ANTHONY NICHOLAS	0.00	30.00	549.00
THRASHER, BEN	0.00	8.34	0.00
TRONSEN, COLE	0.00	120.00	2,590.00
UNMISIG, WILLIAM	0.00	30.00	700.00
WANGMAN, COLBY	0.00	0.00	45.00
WEEKS, ETHAN	0.00	30.00	200.00
WHITTON, BRYAN	0.00	0.00	0.00
WILSON, JOSH	0.00	0.00	0.00
WITT, LEVI	0.00	0.00	0.00
ZANGERLE, DAVIS	0.00	-50.00	0.00
TOTAL	<u>793.28</u>	<u>-6,723.78</u>	<u>29,020.81</u>

61 - 90	> 90	TOTAL
0.00	0.00	700.00
0.00	0.00	4,614.54
9.00	0.00	9.00
30.00	0.00	30.00
0.00	0.00	30.00
0.00	0.00	0.30
0.00	0.00	2,710.00
0.00	0.00	-56.00
9.00	0.00	9.00
0.00	0.00	700.00
0.00	-15.00	-15.00
9.00	0.00	9.00
0.00	-331.00	-3,718.50
0.00	0.00	700.00
0.00	0.00	-150.00
0.00	0.00	-5,300.00
0.00	11,107.55	11,346.90
29.00	0.00	2,740.00
0.00	0.00	-325.00
0.00	0.00	480.00
-191.00	0.00	-191.00
0.00	-411.00	-3,798.50
0.00	0.00	700.00
0.00	2,430.00	2,430.00
0.00	986.00	986.00
0.00	0.00	730.00
9.00	0.00	9.00
30.00	616.74	646.74
0.00	10,652.27	10,879.71
0.00	1,791.13	2,491.13
0.00	0.00	450.00
0.00	-250.00	-250.00
0.00	0.00	8.34
0.00	1,580.00	1,580.00
0.00	0.00	3,300.00
0.00	0.00	430.00
0.00	0.00	-225.00
9.00	0.00	9.00
0.00	0.00	700.00
0.00	-330.00	-330.00
0.00	-291.00	-741.00
0.00	-320.00	-320.00
0.00	0.00	-500.00
0.00	0.00	-375.00
0.00	5.00	705.00

0.00	0.00	300.00
39.00	-450.00	-411.00
0.00	0.00	-700.00
0.00	1,005.00	1,005.00
0.00	1,160.00	1,860.00
0.00	0.00	45.00
0.00	60.00	790.00
0.00	0.00	730.00
9.00	0.00	9.00
39.00	4,137.50	4,906.50
0.00	0.00	3,355.00
0.00	-291.00	-291.00
0.00	0.00	1,070.00
0.00	0.00	30.00
0.00	0.00	-5.00
0.00	0.00	428.00
0.00	0.00	130.00
0.00	-500.00	-500.00
9.00	0.00	9.00
0.00	-1,100.00	-1,100.00
0.00	0.00	-25.00
0.00	0.00	4,210.00
0.00	0.00	30.00
0.00	0.00	-325.00
0.00	0.00	730.00
0.00	-216.00	-216.00
139.00	0.00	718.00
0.00	0.00	8.34
9.00	0.00	2,719.00
45.00	0.00	775.00
0.00	0.00	45.00
0.00	0.00	230.00
0.00	6,010.00	6,010.00
0.00	-250.00	-250.00
9.00	0.00	9.00
0.00	0.00	-50.00
241.00	36,786.19	60,117.50

Old Name List	Not on New Name Lis	Total paid
ALTOMARI, VINCENT		\$1,070.00
AMIR, SHAROZE		
BOEHNE, WILL		
BRADLEY, DREW		
BRZOWSKI, STEVEN		
BUSH, JACOB		
BUTTLAR, JOSH		
CALVIN, JOSH		
CARGILL, DEVIN		
CARLSON, CODY		
CASE, NICK		
CONROY, CHRIS		
COOK, MASON		
CRAWFORD, JOSEPH		
CUSACK, JACKSON		
DEAN, CONNOLLY		
DORRANCE, SEAN		
DURHAM, GRANT		
EDWARDS, MATT		
ERICKSON, WILL		
FAUST, DOMINIC		
FRANCESCHELLI, DOMINIC		
FUERST, KYLE		
GABLE, ALEX		
GAMI, SHARAD		
GAYLES, RAMON		
GENTLE, HENRY		
GEORGE, JON		
GHOLSON, COREY		
GIOVENCO, NICK		
GUARINO, NICHOLAS		
HAGAN, KYLE		
HALLMAN, RYAN		
HIEKEN, ANDREW		
HIGGINS, TYLER		
HILL, DEVON		
HORGAN, COLIN		
HORGAN, EAMONN		
JONES, JAMIE		
KNUDSEN, MAX		
KUSNERICK, JASON		
LONG, TYLER		
LONN, JASON		
MAGNUSON, ANDREW		
MANGIN, MIKE		
MARSHALL-DAVIS, JAMES		
MARTEENY, CARTER		
MARTINEZ, VARON		
MINNITI, ANTHONY		

[illegible]

	New Total	Old Total	Difference	(
ALTOMARI, VINCENT	\$700.00	\$700.00		
AMIR, SHAROZE	\$3,259.54	\$4,614.54	-\$1,355.00	
BOEHNE, WILL	\$9.00	\$9.00		
BRADLEY, DREW	\$30.00	\$30.00		
BRZOWSKI, STEVEN	\$30.00	\$30.00		
BUSH, JACOB	\$0.30	\$0.30		
BUTTLAR, JOSH	\$2,710.00	\$2,710.00		
CALVIN, JOSH	-\$56.00	-\$56.00		
CARGILL, DEVIN	\$9.00	\$9.00		
CARLSON, CODY	\$700.00	\$700.00		
CASE, NICK	-\$15.00	-\$15.00		
CONROY, CHRIS	\$9.00	\$9.00		
COOK, MASON	-\$3,718.50	-\$3,718.50		
CRAWFORD, JOSEPH	\$700.00	\$700.00		
CUSACK, JACKSON	-\$150.00	-\$150.00		
DAVIS, TRENT	\$475.47	\$0.00	\$475.47	
DEAN, CONNOLLY	-\$5,300.00	-\$5,300.00		
DORRANCE, SEAN	\$11,346.90	\$11,346.90		
DURHAM, GRANT	\$2,740.00	\$2,740.00		
EDWARDS, MATT	-\$325.00	-\$325.00		
ERICKSON, WILL	\$480.00	\$480.00		
FAUST, DOMINIC	-\$191.00	-\$191.00		
FRANCESCHELLI, DOMINIC	-\$3,798.50	-\$3,798.50		
FUERST, KYLE	\$700.00	\$700.00		
GABLE, ALEX	\$2,280.00	\$2,430.00	-\$150.00	
GAMI, SHARAD	\$986.00	\$986.00		
GAYLES, RAMON	\$760.00	\$730.00	\$30.00	
GENTLE, HENRY	\$9.00	\$9.00		
GEORGE, JON	\$646.74	\$646.74		
GHOLSON, COREY	\$10,879.71	\$10,879.71		
GIOVENCO, NICK	\$2,491.13	\$2,491.13		
GUARINO, NICHOLAS	\$450.00	\$450.00		
HAGAN, KYLE	-\$250.00	-\$250.00		
HALLMAN, RYAN	\$8.34	\$8.34		
HIEKEN, ANDREW	\$1,580.00	\$1,580.00		
HIGGINS, TYLER	\$3,300.00	\$3,300.00		
HILL, DEVON	\$430.00	\$430.00		
HORGAN, COLIN	-\$225.00	-\$225.00		
HORGAN, EAMONN	\$9.00	\$9.00		
JONES, JAMIE	\$700.00	\$700.00		
KNUDSEN, MAX	-\$330.00	-\$330.00		
KUSNERICK, JASON	-\$741.00	-\$741.00		
LONG, TYLER	-\$320.00	-\$320.00		
LONN, JASON	-\$500.00	-\$500.00		
MAGNUSON, ANDREW	-\$375.00	-\$375.00		
MANGIN, MIKE	\$705.00	\$705.00		
MARSHALL-DAVIS, JAMES	\$300.00	\$300.00		
MARTEENY, CARTER	-\$411.00	-\$411.00		
MARTINEZ, VARON	-\$700.00	-\$700.00		

[illegible]

[illegible]

0

\$0.00



Outstanding Balance Change this Week

-\$1,874.53

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